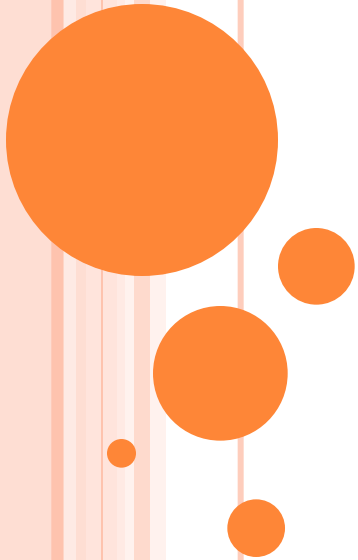


TRAQS

**Employment of Retired
Members Correction System
(ER Correction System)**



EMPLOYMENT OF RETIRED MEMBERS CORRECTION SYSTEM (ER CORRECTION SYSTEM)

- The ER Correction System is the way to submit corrections to previously Completed *Employment of Retired Members Reports*.
- The ER Correction System replaced the use of fax and email to submit corrections to the *Employment of Retired Members Report*.



THE ER CORRECTION SYSTEM

- You receive immediate notification when the report is received.
- Electronic records eliminate manual data entry and possible errors.
- Hourly processing of reports.



IMPORTANT THINGS TO KNOW ABOUT THE ER CORRECTION SYSTEM

- Access the ER Correction System through the TRAQS Employer Reporting Screen.
- A reporting entity contact with TRAQS Signature or Submit authority can use the ER Correction System.
- The Employment of Retired Members Report (ER10) to which you need to make a correction(s) must be at a Completed status before using the ER Correction System.



IMPORTANT THINGS TO KNOW...CONT'D

- Make a copy of all ER corrections submitted.
Once ER corrections are submitted, they will not be available for viewing through TRAQS.
- Each ER Correction Report submitted must have a Signature record submitted before it will process.
- A Signature record must be submitted after the ER Correction Report is submitted. If a Signature record is received and no ER Correction Report is submitted, the Signature record will be deleted.



IMPORTANT THINGS TO KNOW...CONT'D

- Only one ER Correction Report may be processed at a time.
Example: If a district submits an ER Correction Report and does not submit a corresponding Signature and then submits another ER Correction Report, the report last received will be accepted and the other will be deleted.
- If an ER Correction Report is submitted and an ER10 report is submitted before the ER Correction Report is processed, the ER Correction Report is deleted.
- A correction to an Employment of Retired Members Report (ER10) cannot be made until the day after the ER10 Report (to be corrected) reaches the Completed status. Even though TRAQS processes every half hour on the hour, the actual posting of records to the main frame system takes place during nightly processing.



THERE ARE FOUR CORRECTIVE OPTIONS

1. **Add** a New Record – add a record that should have been included in a previous months ER10 report.
2. **Delete** a Previously Reported Record – delete a record that was previously reported in error.
3. **Edit** (change/modify/correct) a Previously Reported Record

The employment type code* of the corrected record must be the same as the employment type code originally reported.

4. **Replace** a Previously Reported Record

The employment type code* of the corrected record must be different from that of the originally reported employment type code.

***The Employment Type Codes are S, H, and F**





Employer Reporting

Access the ERCS through the TRAQS Main Menu

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

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Please Make a Selection

- [Submit Reports](#)
- [Submit Signatures](#)
- [Query Reports](#)
- [Estimate Interest Due](#)
- [Reporting Entity Data](#)
- [Member Data Correction](#)
- [ER Correction](#)
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Is the report month to which you need to make a correction(s) at a **Completed** Status???



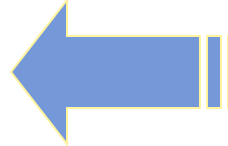
ER Correction

Option 1 **Add a Record**

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[Submit Signatures](#)
[Query Reports](#)
[Estimate Interest Due](#)
[Reporting Entity Data](#)
[View Employee Eligibility](#)
[Member Data](#)
[Correction](#)
[ER Correction](#)

Select one of the functions below

Add a new record



Delete a previously reported record

Edit a previously reported record

(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record

(To use Replace, the Employment Type Code is different from the ETC originally reported.)

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There are not any records available to correct

Judy Hines – SSN 456-78-1234 – DB 09-16-1948 – Begin
date 08-20-09 – End date 05-30-10 – Full Time



ER Correction

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[Query Reports](#)

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[View Employee](#)

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[Correction](#)

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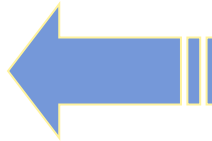
[TRAQS Home](#)

To add a new record, click the
applicable Employment Type Code

Substitute

Half Time

Full Time



Select the type of record to be added. In this example, we are adding a full-time record.



ER Correction

Step 2

Print this screen
for your records

Add a Full-Time Record

Step 1 – Enter Data

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

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[View Employee](#)

[Eligibility](#)

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Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month: 09

Adjustment Year: 2009

Member Identification Number: 456781234

Date of Birth (MMDDYYYY): 09161948

Gender Code (F or M): F

Last Name: Hines

First Name: Judy

Position Code: 02

Beginning Date of Employment (MMDDYYYY): 08202009

Ending Date of Employment (MMDDYYYY): 05302010

Disability Flag: N

Full Time

Employment Type Code: F

Step 3 - Press "Save Changes."



Save Changes

Cancel



ER Correction

After you press “Save Changes” you will see this screen showing the change requested.

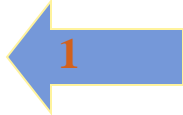

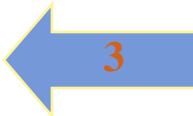

- [Submit Reports](#)
- [Submit Signatures](#)
- [Query Reports](#)
- [Estimate Interest Due](#)
- [Reporting Entity Data](#)
- [View Employee Eligibility](#)
- [Member Data Correction](#)
- [ER Correction](#)

- [Back to Main Menu](#)
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- [Log Out](#)

- [Error Codes](#)
- [Warning Codes](#)
- [TRAQS Home](#)

Select one of the functions below

At this point you could select one of seven actions:


- Add a new record 
- Delete a previously reported record 
- Edit a previously reported record 
- (To use Edit, the Employment Type Code (ETC) must be the same as the original record.)
- Replace a previously reported record 
- (To use Replace, the Employment Type Code is different from the ETC originally reported.)

Report Month: September Report Year: 2009 Edit or Delete ER15 Record

Member ID: 456781234 | ER15 - Employment of Retired Members Correction Detail Record

Not Edited

 Edit  Delete

Submit All Changes 

Submit this one record for processing by pressing “Submit All Changes.”

ERCS-12



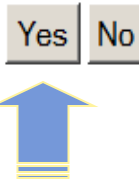
ER Correction

[Submit Reports](#)
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Are you sure you want to submit all ER Corrections?



After you select “Submit all Changes” you will see this screen. If you select “yes”, the report will be submitted. If you select “No”, you will go back to the previous screen.



ER Correction

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

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You have successfully submitted your corrected report. Now you must submit an **ER Correction Signature** for **September, 2009** with a matching **record count of 1**.

This message only means the report was successfully submitted.

It also gives all the information needed for your Signature – report month and year and number of records.





Submit Signature Totals

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Please Select a Signature to Submit:

[Summary of Regular Payroll Report](#)

[Summary of Salaries and Contributions paid from Noneducational/General Funds](#)

[Summary of District Contributions on Salaries Paid Above the Statutory Minimum](#)

[Summary of Salaries and Contributions Paid from Educational/General-Local Funds](#)

[Summary of Federal Fund and/or Private Grant Salaries and Contributions](#)

[Summary of Federal Grant TRS-CARE Contributions](#)

[Summary of Employment of Retired Member](#)

[Summary of ER Corrections](#)

[Summary of Member Data Report](#)

[Summary of Reporting Entity Payment for New Members](#)

[Summary of Reporting Entity Pension Surcharge for Reported Retirees](#)

[Summary of Reporting Entity TRS-Care Surcharge for Reported Retirees](#)

By submitting this data, you certify it to be complete and accurate and in accordance with reporting requirements of the Teacher Retirement System of Texas.

- Submit a Signature by selecting “Submit Signature” from TRAQS menu
- Select the type of Signature – “Summary of ER Corrections”



Enter Signature Data

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

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Summary of ER Corrections

Report Month: Report Year:

Total Detail Records

[Back to Submit Signature Totals Menu](#)

- The information needed for your Signature is given in the message stating – “report successfully submitted.” ([ERCS-14](#))
- Enter the data and press “Submit”



Employer Reporting

**Print this screen
for your records**

[Submit Reports](#)

[Submit Signatures](#)

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[Reporting Entity Data](#)

[View Employee](#)

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[Correction](#)

[ER Correction](#)

Signature submitted successfully on 10-18-09.

Report Type: ER Correction

Report Month: September

Report Year: 2009

Total Detail Records: 1

[Return to Main Menu](#)

This message will be shown after the
Signature is submitted

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ER Correction

Option 2

Delete a Record

[Submit Reports](#)
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[Estimate Interest Due](#)
[Reporting Entity Data](#)
[View Employee Eligibility](#)
[Member Data](#)
[Correction](#)
[ER Correction](#)

Select one of the functions below

Add a new record

Delete a previously reported record

Edit a previously reported record

(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record

(To use Replace, the Employment Type Code is different from the ETC originally reported.)

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There are not any records available to correct

Delete the record submitted in September for Judy Hines,
SS# 456-78-1234, Employment Type Code was "F" for
Full-Time



ER Correction

**Step 2 - Print this screen
for your records**

[Submit Reports](#)

[Submit Signatures](#)

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To Delete a Previously Reported Record

Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month: 09

Adjustment Year: 2009

Member Identification Number: 456781234

Last Name: Hines

First Name: Judy

Original

Employment Type Code: F

Save Changes

Cancel

Step 1 – Enter Data

Step 3 - Select “Save Changes.”



ER Correction

After you press “Save Changes” you will see this screen showing the change requested.

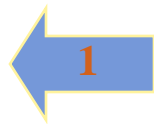
- [Submit Reports](#)
- [Submit Signatures](#)
- [Query Reports](#)
- [Estimate Interest Due](#)
- [Reporting Entity Data](#)
- [View Employee Eligibility](#)
- [Member Data Correction](#)
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- [Back to Main Menu](#)
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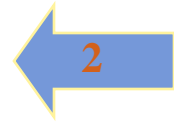
- [Error Codes](#)
- [Warning Codes](#)
- [TRAQS Home](#)

Select one of the functions below

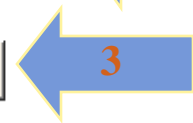
Add a new record



Delete a previously reported record



Edit a previously reported record



(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record



(To use Replace, the Employment Type Code is different from the ETC originally reported.)

At this point you could select one of seven actions:

Report Month: September

Report Year: 2009

Edit or Delete ER15 Record

Member ID: 456781234 | ER15 - Employment of Retired Members Correction Detail Record

Not Edited



Submit All Changes



Submit this one record for processing by pressing “Submit All Changes.”



ER Correction

[Submit Reports](#)

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Are you sure you want to submit all ER Corrections?

After you select “Submit all Changes” you will see this screen. If you select “yes”, the report will be submitted. If you select “No”, you will go back to the previous screen.



ER Correction

[Submit Reports](#)

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You have successfully submitted your corrected report. Now you must submit an ER Correction Signature for September, 2009 with a matching record count of 1.

This screen provides the information needed for your Signature – report month and year and number of records.



Submit Signature Totals

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

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[View Employee](#)

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Please Select a Signature to Submit:

[Summary of Regular Payroll Report](#)

[Summary of Salaries and Contributions paid from Noneducational/General Funds](#)

[Summary of District Contributions on Salaries Paid Above the Statutory Minimum](#)

[Summary of Salaries and Contributions Paid from Educational/General-Local Funds](#)

[Summary of Federal Fund and/or Private Grant Salaries and Contributions](#)

[Summary of Federal Grant TRS-CARE Contributions](#)

[Summary of Employment of Retired Member](#)

[Summary of ER Corrections](#)

[Summary of Member Data Report](#)

[Summary of Reporting Entity Payment for New Members](#)

[Summary of Reporting Entity Pension Surcharge for Reported Retirees](#)

[Summary of Reporting Entity TRS-Care Surcharge for Reported Retirees](#)

Select the Signature type.

By submitting this data, you certify it to be complete and accurate and in accordance with reporting requirements of the Teacher Retirement System of Texas.



Enter Signature Data

[Submit Reports](#)
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[Estimate Interest Due](#)
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Summary of ER Corrections

Report Month: Report Year:

Total Detail Records

[Back to Submit Signature Totals Menu](#)

Select "Submit"

Enter the date
and the number
of records to be
submitted



Employer Reporting

**Print this screen
for your records**

Signature submitted successfully on 10-18-09.

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

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[ER Correction](#)

Report Type: ER Correction

Report Month: September

Report Year: 2009

Total Detail Records: 1

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This message will be shown after the
Signature is submitted



ER Correction

Option 3

Edit a previously reported record

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Select one of the functions below

Add a new record

Delete a previously reported record

Edit a previously reported record



Select "Edit..."

(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record

(To use Replace, the Employment Type Code is different from the ETC originally reported.)

There are not any records available to correct



ER Correction

Select Employment Type Code

[Submit Reports](#)
[Submit Signatures](#)
[Query Reports](#)
[Estimate Interest Due](#)
[Reporting Entity Data](#)
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To Edit a previously reported record, click
the applicable Employment Type Code (ETC).
(Remember, the ETC must be the same as the original ETC.)

Substitute



Half Time



Full Time





ER Correction

If you selected the Substitute ETC, this screen will be displayed

Edit a Previously Reported Substitute Record

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

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Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month:

Adjustment Year:

Member Identification Number:

Date of Birth (MMDDYYYY):

Gender Code (F or M):

Last Name:

First Name:

Position Code:

Disability Flag:

Days Worked:

Save Changes

Cancel

Step 1 – Enter Data

Step 2 – Print Screen

Step 3 – Save Changes

Step 4– Submit All Changes

Step 5– Submit Signature

Step 6- Query

Print this screen
for your records



ER Correction

If you selected the Half-Time ETC, this screen will be displayed

To Edit a Previously Reported Half-Time Record

Step 1 – Enter Data

Step 2 – Print Screen

Step 3 – Save Changes

Step 4 – Submit All Changes

Step 5 – Submit Signature

Step 6 - Query

Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month:

Adjustment Year:

Member Identification Number:

Date of Birth (MMDDYYYY):

Gender Code (F or M):

Last Name:

First Name:

Work Units Worked:

Work Units Required:

Work Unit Code:

Position Code:

Disability Flag:

Days Worked:

Save Changes

Cancel

Print this screen
for your records

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

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ER Correction

If you selected the Full-Time ETC, this screen will be displayed

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

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To Edit a Previously Reported Full-Time Record

Step 1 – Enter Data

Step 2 – Print Screen

Step 3 – Save Changes

Step 4 – Submit All Changes

Step 5 – Submit Signature

Step 6 - Query

Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month:

Adjustment Year:

Identification Number:

Month of Birth (MMDDYYYY):

Gender Code (F or M):

Last Name:

First Name:

Position Code:

Beginning Date of Employment (MMDDYYYY):

Ending Date of Employment (MMDDYYYY):

Disability Flag:

Full Time
Employment Type Code:

Save Changes

Cancel

Print this screen
for your records

ERCS-30



ER Correction

Option 4

Replace a previously reported record

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

[Member Data](#)

[Correction](#)

[ER Correction](#)

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[Warning Codes](#)

[TRAQS Home](#)

Select one of the functions below

Add a new record

Delete a previously reported record

Edit a previously reported record

(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record

(To use Replace, the Employment Type Code is different from the ETC originally reported.)

There are not any records available to correct

This option is used when the ETC of the replacement record is different from the original ETC.

The result of “Replace...” is to delete the original record and add the new record.



ER Correction

Select the type of record to be replaced

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

[Member Data](#)

[Correction](#)

[ER Correction](#)

To Replace a previously reported record,
click the applicable Employment Type Code (ETC).
(Remember the ETC is different from the original ETC).

Substitute



Half Time



Full Time



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ER Correction

If you selected the Substitute ETC, this screen will be displayed

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

[Member Data](#)

[Correction](#)

[ER Correction](#)

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To Replace a Previously Reported Record with a Substitute Record

Record Type Code: 15
Report Month: 09
Report Year: 2009
Adjustment Month:
Adjustment Year:
Member Identification Number:
Date of Birth (MMDDYYYY):
Gender Code (F or M):
Last Name:
First Name:
Position Code:
Disability Flag:
Days Worked:
Original
Employment Type Code:

Step 1 – Enter Data

Step 2 – Print Screen

Step 3 – Save Changes

Step 4 – Submit All Changes

Step 5 – Submit Signature

Step 6 - Query

Print this screen
for your records



ER Correction

If you selected the Half-Time ETC, this screen will be displayed

[Submit Reports](#)
[Submit Signatures](#)
[Query Reports](#)
[Estimate Interest Due](#)
[Reporting Entity Data](#)
[View Employee Eligibility](#)
[Member Data Correction](#)
[ER Correction](#)

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[Error Codes](#)
[Warning Codes](#)
[TRAQS Home](#)

**Print this screen
for your records**

To Replace a Previously Reported Record with a Half-Time Record

Record Type Code:	15
Report Month:	09
Report Year:	2009
Adjustment Month:	<input type="text"/>
Adjustment Year:	<input type="text"/>
Member Identification Number:	<input type="text"/>
Date of Birth (MMDDYYYY):	<input type="text"/>
Gender Code (F or M):	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Work Units Worked:	<input type="text"/>
Work Units Required:	<input type="text"/>
Work Unit Code:	<input type="text"/>
Position Code:	<input type="text"/>
Disability Flag:	N <input type="text"/>
Days Worked:	<input type="text"/>
Original Employment Type Code:	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

Step 1 – Enter Data

Step 2 – Print Screen

Step 3 – Save Changes

Step 4 – Submit All Changes

Step 5 – Submit Signature

Step 6 - Query



ER Correction

If you selected the Full-Time ETC, this screen will be displayed

To Replace a Previously Reported Record with a Full-Time Record

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**Print this screen
for your records**

Record Type Code:	15
Report Month:	09
Report Year:	2009
Adjustment Month:	<input type="text"/>
Adjustment Year:	<input type="text"/>
Member Identification Number:	<input type="text"/>
Date of Birth (MMDDYYYY):	<input type="text"/>
Gender Code (F or M):	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Position Code:	<input type="text"/>
Beginning Date of Employment (MMDDYYYY):	<input type="text"/>
Ending Date of Employment (MMDDYYYY):	<input type="text"/>
Disability Flag:	<input type="text"/>
Full Time	<input type="text"/>
Employment Type Code:	<input type="text"/>
Original	<input type="text"/>
Employment Type Code:	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

Step 1 – Enter Data
Step 2 – Print Screen
Step 3 – Save Changes
Step 4 – Submit All Changes
Step 5 – Submit Signature
Step 6 - Query



Report Summary

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Report Month: September

Report Year: 2009

Report		Report		
Report Type	Action	Status	Month Year	Date/Time Processed
Employment of Retired Member Correction	Completed	09	2009	10/18/2009 - 2:38 P.M.
View Report Detail		View Report History		

Report Month: Report Type:
Report Year: Report Status:

Submit Query



Query for Report Status



Completed – all records processed correctly



Incomplete – record(s) rejected

ERCS Query Procedures

The Query process for ER Correction results is different from the Query process for all other report types. The procedures are as follows:

Adjust the variables at the bottom of the *Report Summary* screen as follows:

- | | | | | | |
|---|---|---|---|----------------|---|
| 1 | Report Month: | <input type="text" value="All Months"/> | 3 | Report Type: | <input type="text" value="Employment of Retired Member"/> |
| 2 | *Report Year: | <input type="text"/> | 4 | Report Status: | <input type="text" value="All"/> |
| 5 | <input type="button" value="Submit Query"/> | | | | |

*The **Report Year** is provided by the ER Correction System and is shown on most ERCS screens. The Report Year is the year of the **most recent** *Employment of Retired Member Report* to reach the Completed status. The report year may or may not be the year being adjusted.





Report Summary

Five Steps to ERCS Query

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[Submit Signatures](#)

[Query Reports](#)
[Estimate Interest Due](#)
[Reporting Entity Data](#)
[View Employee Eligibility](#)

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[Select Another Employer](#)

[Add RE Contact](#)
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Report Month: January

Report Year: 2010

Report Type	Action	Status	Month	Year	Date/Time Processed
<input type="radio"/> Member Data	Signature	Completed	01	2010	01/14/2010 - 10:04 A.M.
<input type="radio"/> Regular Payroll	Deposit	Completed	01	2010	01/18/2010 - 6:16 A.M.
<input type="radio"/> Employment of Retired Member	Signature	Pending	01	2010	01/14/2010 - 10:04 A.M.
<input type="radio"/> Federal Fund /Private Grant	Deposit	Completed	01	2010	01/18/2010 - 6:16 A.M.
<input type="radio"/> Federal Grant TRS-Care	Deposit	Completed	01	2010	01/18/2010 - 6:16 A.M.
<input type="radio"/> Statutory Minimum	Deposit	Completed	01	2010	01/18/2010 - 6:16 A.M.
<input type="radio"/> Active Care	Deposit	Completed	01	2010	01/20/2010 - 6:17 A.M.
<input type="radio"/> New Member Payments	Deposit	Completed	01	2010	01/18/2010 - 6:16 A.M.
<input type="radio"/> Pension Surcharge	Signature	Completed	01	2010	01/14/2010 - 10:04 A.M.
<input type="radio"/> TRS-Care Surcharge	Signature	Completed	01	2010	01/14/2010 - 10:04 A.M.

View Report History

View Report Detail

1

Report Month: All Months

Report Type: Employment of Retired Member

3

2

Report Year: 2009

Report Status: All

4

5

Submit Query



Report Summary

The result of this Query is a list of all *Employment of Retired Member* reports submitted for the report year

- Submit Reports
- Submit Signatures
- [Query Reports](#)
- [Estimate Interest Due](#)
- [Reporting Entity Data](#)
- [View Employee Eligibility](#)
- Member Data
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- ER Correction
- [August Stop Payment Listing](#)

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- [Add RE Contact](#)
- [Maintain RE Contact](#)
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Report Month: All Months		Report Year: 2009	
Report Type	Action	Report Status	Month Year Date/Time Processed
○ Employment of Retired Member Signature	Pending		12 2009 12/16/2009 - 12:04 P.M.
○ Employment of Retired Member Detail		Rejected	11 2009 11/19/2009 - 3:04 P.M.
○ Employment of Retired Member	Correction	Completed	10 2009 11/19/2009 - 3:04 P.M.
○ Employment of Retired Member Detail		Completed	09 2009 11/03/2009 - 3:05 P.M.
○ Employment of Retired Member Signature		Completed	08 2009 08/27/2009 - 11:04 A.M.
○ Employment of Retired Member Signature		Completed	07 2009 07/09/2009 - 11:05 A.M.
○ Employment of Retired Member Signature		Completed	06 2009 06/11/2009 - 12:04 P.M.
○ Employment of Retired Member Signature		Completed	05 2009 05/21/2009 - 9:34 A.M.
○ Employment of Retired Member Signature		Completed	04 2009 04/13/2009 - 1:35 P.M.
○ Employment of Retired Member Signature		Completed	03 2009 03/23/2009 - 2:34 P.M.
○ Employment of Retired Member Signature		Completed	02 2009 02/17/2009 - 1:05 P.M.
○ Employment of Retired Member Signature		Completed	01 2009 01/14/2009 - 4:05 P.M.
View Report History		View Report Detail	

Report Month:

Report Type:

Report Year:

Report Status:

Submit Query



Report Summary

HOW TO CORRECT A REJECTED ER15 RECORD

1

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[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

[Member Data](#)

[Correction](#)

[ER Correction](#)

Report Month: September

Report Year: 2009

Report Type

Action

Report

Status

Month Year Date/Time Processed

Employment of Retired Member Correction Incomplete 09 2009 10/19/2009 - 1:31 P.M.

View Report Detail

View Report History

2

Report Month:

Report Type:

Report Year:

Report Status:

Submit Query

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Report Detail

This is the screen you will see after pressing
“View Report Detail”

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[Submit Signatures](#)
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[Reporting Entity Data](#)
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Employment of Retired Member Report

Action: Signature

Report Month: September Report Year: 2009 Report Status: Incomplete

Date/Time Processed 10/19/2009 - 1:31 P.M.

Date Detail Received 10/19/2009 - 1:26 P.M.

Date Signature Received 10/19/2009 - 1:31 P.M.

Number of Detail Records 1

Number of Signature Records 1

Number of Warnings 0

Number of Errors 1

[View Errors](#)

Report Month: Report Type:

Report Year: Report Status:

[Submit Query](#)

Select “View Errors” to see rejected record(s)



Report Detail

This screen displays the error message(s)

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[Submit Signatures](#)
[Query Reports](#)
[Estimate Interest Due](#)
[Reporting Entity Data](#)
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Employment of Retired Member Report

Action: Signature

Report Month: September Report Year: 2009 Report Status: Incomplete

Date/Time Processed 10/19/2009 - 1:31 P.M.

Date Detail Received 10/19/2009 - 1:26 P.M.

Date Signature Received 10/19/2009 - 1:31 P.M.

Number of Detail Records 1

Number of Signature Records 1

Number of Warnings 0

Number of Errors 1

Error Messages

80 - 461705108 ER 15 E 09 2009 Units Worked are more than 50% of Units Required

Report Month: Report Type:

Report Year: Report Status:

Units worked are greater than Units required.



ER Correction

Select ER Corrections from the TRAQS Main Menu and you will see the screen below.

[Submit Reports](#)

[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

[Eligibility](#)

[Member Data](#)

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**Rejected
Record**

Select one of the functions below

Add a new record

Delete a previously reported record

Edit a previously reported record

(To use Edit, the Employment Type Code (ETC) must be the same as the original record.)

Replace a previously reported record

(To use Replace, the Employment Type Code is different from the ETC originally reported.)

Report Month: September

Report Year: 2009

Member ID: 456781234 ER15 – Employment of Retired Members Correction Detail Record

80 – 456781234 ER 15 E 09 2009 Units Worked are more than 50% of Units Required

Not Edited

Edit

Delete

Submit All Changes

Select





ER Correction

In this example the “Units Required” was changed from 14 to 16

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[Submit Signatures](#)

[Query Reports](#)

[Estimate Interest Due](#)

[Reporting Entity Data](#)

[View Employee](#)

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Print this screen
for your records

To Edit a Previously Reported Half-Time Record

Record Type Code: 15

Report Month: 09

Report Year: 2009

Adjustment Month: 09

Adjustment Year: 2009

Member Identification Number: 456781234

Date of Birth (MMDDYYYY): 09161948

Gender Code (F or M): F

Last Name: Hines

First Name: Judy

Work Units Worked: 008

Work Units Required: 016

Work Unit Code: D

Position Code: 01

Disability Flag: N

Days Worked:

Save Changes

Cancel

Step 1 - Correct data

Step 2 - Print screen

Step 3 - Save Changes

Step 4 - Submit All Changes

Step 5 - Submit Signature

Step 6 - Query

Pension Surcharge Report

CERTAIN RETIREES ARE EXEMPT

- Retiree reported only as a substitute
EXCEPTION: If substitute service is combined with other TRS-covered employment, the surcharge is owed by the employer on all compensation earned, including compensation for the substitute service.
- Retirement date is prior to September 1, 2005
- Retiree does not meet the requirements for TRS Membership Eligibility. Click [here](#) to view the criteria to determine membership eligibility.




THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

1. Total number of non-exempt retirees included in this report.
2. Total amount of salary paid to all non-exempt retirees included in this report.
3. Total amount of pension surcharge for non-exempt retirees included in this report. The **pension surcharge** is an amount equal to 12.8% ($6.4+6.4=12.8$) of the total salary paid to each non-exempt retiree.



TRS-Care Surcharge Report

CERTAIN RETIREES ARE EXEMPT

- Retiree reported only as a substitute.
Exception: If substitute service is combined with other TRS-covered employment, the surcharge is owed by the employer on all compensation earned, including compensation for the substitute service.
 - Retirement date is prior to September 1, 2005.
 - Retiree does not meet the requirements for TRS Membership Eligibility. Click [here](#) to view the criteria for membership eligibility.
 - Retiree is not covered under TRS Care.
- 

THE REPORT CONSISTS OF THE FOLLOWING INFORMATION:

1. Total number of non-exempt retirees included in this report.
2. Total amount of TRS-Care surcharge for non-exempt retirees included in this report. This amount is due whether the retiree is the enrollee or a dependent.

Exhibit #1, TRS-Care Employer Surcharge Amounts, is used to determine the surcharge amount. The formula for these amounts is provided in the following link: [Chapter 41, Rule 41.4\(d\)](#)



PROCEDURE FOR DETERMINING AMOUNT OF TRS-CARE SURCHARGE

To determine the amount of TRS-Care Surcharge due, enter the retiree's Social Security number in "View Employee Information" in TRAQS. The amount of the TRS-Care surcharge due if the retiree is working in a TRS-eligible position will be displayed.

NOTE: The full amount is due even if only one day is worked in the calendar month.



EMPLOYMENT ELIGIBLE FOR TRS MEMBERSHIP

- Employment must be for one-half or more of the time required of the full-time position
- If there is no full-time equivalent, employment must be no less than 15 hours per week
- Employment must be for either an indefinite or definite period of 4 ½ months or more
- If employed for less than 20 hours per week, pay must be comparable to rate of pay for full-time position



QUESTIONS

- Contact your TRAQS coach by phone or email
- Email address:
reporting@trs.state.tx.us
- Toll-free number: 1.800.433.5734